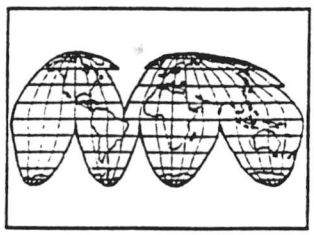
The Travel Report

By Michelina Sardella Trapid



Now that I'm back in the groove of things, I've been working on a few projects which could offer cost savings for you and your department. (I'm also preparing for my first year-end with CUFS, which I'm told is a blast!) Let me not waste any more of your precious time and tell you what I've been working on.

Hotels

Enclosed is a list of a few hotels who gave us preferred rates. You'll notice that I don't mention many out-of-town hotels. The reason is that our recommended travel agents have negotiated better rates than what Concordia can negotiate. So, if you ever need to book a hotel, it can be done through our recommended travel agents.

The Holiday Inn, located near Chinatown, is offering a rate of $89.00 a night. They have features such as whirlpool, sauna, fitness centres, and two of the finest restaurants in town.

Hotel Shangrila has offered a corporate rate of $86.00 a night for both single and double occupancy; the price includes continental breakfast.

The only out-of-town hotel that we have is the Les Suites Hotel in Ottawa. Their rates range from $85.00 to $95.00 a night for a single or a double one bedroom suite. It is located in the heart of Ottawa.

Travel Policy

Treasury has established a travel committee. The committee has set a goal not only to improve the travel policy but also to decide on a preferred travel agent(s). Our deadline is May 31, 1993. We hope that you'll help us achieve our goal by giving us your feedback on either travel policies, travel agents, or other travel related issues. We are here to serve you and your input can make the difference. Don't hesitate to write to us (GM-700). (Please leave your name or alternate contact person).

Year-End

Although it may seem months away, before you know it, it will be creeping through our back door. No, I'm not talking about income tax, rather something that's just as painful. I'm talking about year-end. It is for this reason that I got a head start on my spring cleaning. In the next few months, charges relating to airfare, insurance, and / or hotel deposits will magically appear in your ledgers. Don't worry, back-up is on its way, if you require it! These expenses were incurred but never charged.

Let me clear up some of the confusion concerning airfare booked through our recommended travel agents. When you're booking through one of our recommended travel agents, they will ask for your organization number. This does not mean it will be automatically charged to your department. It only means that you are giving your permission to charge the payment to Concordia. Upon your return from your trip, the airfare and insurance should appear twice on your expense report; that is, in sections A as an expense and E as an advance.

Cheque Requisitions

Did you know that cheque requisitions are used to pay conference fees, subscriptions, and membership fees as well as advances and hotel deposits? Consequently, a large volume of cheque requisitions are processed by our department each week. Since the volume is so large, we are requesting your help when submitting payments for conferences, subscriptions, and membership fees. We would appreciate it if you could include all original documents with their copies and we will mail all the necessary documents along with the payment. By sending the copies along, it will speed up the process of mailing those important cheques.

Expense Reports

Since there is a lot of paperwork filtering through Accounts Payable, we are asking for your help to ensure that all expense and promotional reports are filled in correctly and have all the original documents attached to the claims. If by chance, there is a problem with your claim, it will be returned and therefore, your claim can no longer be processed within the 10 working days from the day it was received in Accounts Payable. In order to avoid any "substantial delays" in processing your claims, your expense and promotional reports must be filled in correctly and be properly approved. If you are uncertain about some details, call me at (4921).

Questionnaires

Included in this edition of the newsletter is a questionnaire pertaining to travel. It is important to fill out and return it to us as soon as possible. Since we are revising the travel policy and procedures, as well as the travel agents, your feedback is very important to us. The questionnaire should be received at our office by May 3, 1993. Thank you for your co-operation.

Mileage/Per Diems

For those who haven't heard it yet, December 1, 1992 Treasury issued new rates for mileage and per diems. The new mileage rate is $0.30 a km. or $0.35 if you bring a colleague on your trip. But don't forget to include your colleague's name. As for the meals, it is now $42 a day in Canada and $42 U.S. when your travelling outside Canada. Finally, if you're stay is at a relative's or a friend's house, the per diem is $25 a night. For those who constantly drive to the following cities set rates have been established. They are as follows:

Ottawa	$120	$140
Quebec City	$165	$192.50
Toronto	$330	$385

So don't forget to make the changes in the Appendix of your Travel Policies and Procedures.

Car Rental

With the help of the Purchasing Department, Concordia has now signed a two year car rental agreement with Budget Canada. For those who have stickers, they are still valid. If you don't have your Budget stickers, they can be mailed upon your request. All you have to do is call me at (4921). They could be used for both personal and business.

For car reservation please call 1-800-267-8900.

As for insurance, you are covered if you are travelling on university business. Therefore, there is no need to purchase insurance as long as Concordia's name appears on the contract and it's within Canada. Otherwise if you are travelling for personal reasons the insurance should be bought unless you are covered by your own personal insurance or you are using a major credit card.

Travel Workshops

You just changed your job and now you have expenses and promotional reports to fill out, but you don't know what to do or who to call. Well, workshops are still available; I can set something up for you or simply answer your questions over the phone. I just wanted to let you know that I'm never too far to answer any of your questions.

P.S.

I would like to take this opportunity to welcome Delia Antonecchia back to Accounts Payable from her maternity leave. And guess what? The stork has struck again! Lynn Northrup will be leaving this fall; she's expecting her second child. Congratulations!

Conclusion

I hope you have enjoyed reading this month's newsletter and hope you will take advantage of the goodies that Treasury has prepared for you. And what timing right before the Easter break! I hope to hear from you soon via the questionnaire and don't forget to watch for the next newsletter. It will be shorter than this one I promise!